

1.

The purpose of this survey is to capture the impact that Pennsylvania libraries of all types have on their communities on a typical day. The usage data will supplement the pictures we hope all of you will be taking on October 28, 2009. Together, the data and the pictures will present a compelling vision of the role of libraries in PA.

Thank you for taking the time to participate in this important endeavor.

2. General Information

Everyone should complete the first page of the survey which includes general information about your library. You will then be directed to a specific page (academic, public, school, special).

* 1. Library/Organization

2. College/University or School (if different from Library name)

3. First Name

* 4. Last Name

* 5. Email Address

* 6. Position/Job Title

* 7. Mailing Address

8. Address Line 2

* 9. City

* 10. State

11. Zip Code

12. Phone Number

13. Fax

* 14. County

15. If you are submitting statistics for a day other than October 28, please indicate the date

* 16. Type of Library

Public

School

Academic

Special

3. Special Libraries

Most statistical questions are optional. If you don't have a result, please leave the space blank. (Do not use N/A, dashes or other input) Tally your results before filling out this form. Thank you for participating.

1. Circulation of books and other materials

Number

2. Please share types of materials you loan:

3. Customer visits/door count

Number

4. Number of Clients/employees served

Onsite

Offsite

5. Number of Departments served

Number

6. Client requests-all formats

Number

7. Reference question in all formats (email, phone, in person)

Number

8. Please share a few examples of reference questions here:

9. Number of InfoCtr/Library Website/Portal hits

Number

10. Programs (computer classes, book discussion, tutoring, resume, new datasources training, technologies training, orientations, library committees, corporate team meetings etc.)

Number

Total Persons

Served/Attendance

11. Describe the type of programs offered.

12. Orientation for staff/clients

Number

Total Persons

Served/Attendance

13. Outreach

Number

Total Persons

Served/Attendance

14. Please describe your outreach activities. (With other agencies, book cart service etc)

15. Volunteers

Number of Persons

Number of Hours

16. Anything else you would like to add: unique programs, comments about this process, etc.

4. School Library Statistics

Most statistical questions are optional. If you don't have a result, please leave the space blank. (Do not use N/A, dashes or other input) Tally your results before filling out this form. Thank you for participating.

1. Circulation of books and other media.

Number

2. Classes attending for instruction

Number

Total

Students/Attendance

Total Staff/Attendance

3. Classes attending for library time.

Number

Total

Students/Attendance

Total Staff/Attendance

4. Requests filled for staff or administrators.

Number

5. Computer use sessions.

Number

6. Number of students attending from study halls or individually sent from classrooms.

Number

7. Volunteers in the library

Number

Total hours

8. Anything else you would like to add: unique programs, comments about this process, etc.

9. Comments and quotes from your students/staff: (Captions and quotes with photos may be posted on the Snapshot PA Flickr pages)



5. Academic Library

Most statistical questions are optional. If you don't have a result, please leave the space blank. (Do not use N/A, dashes or other input) Tally your results before filling out this form. Thank you for participating.

1. Customer visits/door count

Number

2. Circulation of monograph and media.

Number

3. Materials received and loaned out via interlibrary loan.

Number

4. Reference questions in all formats (IM, email, phone, in person)

Number

5. Please share a few examples of reference questions here.

6. Reference one-on-one appointments

Number

7. Bibliographic instruction sessions

Number

Total Persons

Served/Attendance

8. Online database documents viewed.

Number

9. Comments and quotes from your students/staff: (Captions and quotes with photos may be posted on the Snapshot PA Flickr pages)

6. Public Library

Most statistical questions are optional. If you don't have a result, please leave the space blank. (Do not use N/A, dashes or other input) Tally your results before filling out this section. Thank you for participating.

1. Customer Visits/Door Count

Number

2. Adult Book Circulation

Number

3. Teen/YA Book Circulation

Number

4. Children's Book Circulation

Number

5. A/V- Non Print Media Circulation

Number

6. Library Cards Issued/Borrowers Registered

Number

7. Reference Questions Asked (directional, readers advisory, technical/computer assistance, resume help, job application assistance and other e-government assistance).

Number

8. Optional: Please share a few examples of reference questions here:

9. Computer Use Sessions (Internet/Word Processing)

Number

10. Volunteer/Community Service Hours

Number persons

Number hours

7. Programs and activities

Tell us about your programs and activities.

1. Children's Programs (storytimes, entertainers, family programs)

Number
Total Persons
Served/Attendance

2. Teen Programs

Number
Total Persons
Served/Attendance

3. Adult Programs

Number
Total Persons
Served/Attendance

4. Computer/Technology Classes

Number
Total Persons
Served/Attendance

5. Other Classes (homework/tutoring, ESL)

Number
Total Persons
Served/Attendance

6. Bibliographic Instruction

Number
Total Persons
Served/Attendance

7. Class Visits to the Library

Number
Total Persons
Served/Attendance

8. Tours of the Library

Number
Total Persons
Served/Attendance

9. Outreach (visits to schools or other agencies)

Number
Total Persons
Served/Attendance

10. Meeting Room Use by the public

Number

Total Persons

Served/Attendance

11. Anything else you would like to add: unique programs, comments about this process, etc.

12. Comments and quotes from your patrons. Captions and quotes with photos may be posted on the SnapShotPA Flickr page.

8. Thank You

SnapShot PA: One Day in the Life of Pennsylvania Libraries is jointly sponsored by the Pennsylvania Library Association and Commonwealth Libraries. Thank you for your participation.